



Superintendent
of Documents

ADMINISTRATIVE NOTES



LIBRARY PROGRAMS SERVICE

Vol. 6, no. 17

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November 1985

RECOMMENDATION OF THE DEPOSITORY LIBRARY COUNCIL TO THE PUBLIC PRINTER (MARCH, 1985)

8. The Council recommends that GPO be encouraged to provide as much selectivity to depository libraries as possible. The appending of new publication series to existing item numbers is costly and cumbersome for depository libraries as well as increasing costs to GPO by distributing publications not desired by selective depositories.

Response:

LPS endeavors to balance library preferences against the countervailing factors of GPO system and resource limitations. In order to expand library selectivity and still preserve this balance, LPS proposes two approaches for alleviating the burden on libraries. The first, a short-term project, will be to ask depository librarians to identify the 50 most problematical item numbers in need of being "split." Once identified, these item numbers will be researched by LPS and split-out where appropriate. The second project will be long-term in nature and will require additional resources not presently available in LPS. The project will be to create a provisional item number under every issuing agency in the List of Classes. Thus, when a new series title is received in LPS, copies will be ordered for all libraries that selected the provisional item number under that particular issuing agency. This procedure will ensure that interested libraries do not miss the initial printing and "buys time" for LPS to survey the libraries with a permanent item number. In cases where the library declines a publication received under a provisional item number, the library may return the publication at the library's expense to an address specified by GPO.

The first, short-term project will commence before the end of 1985. The second project can commence when two additional staff positions become available to LPS to perform the work involved.

HASSE HALL DEDICATED

On Thursday, October 17, 1985, Public Printer Ralph E. Kennickell, Jr. dedicated the Library Programs Service conference room as Hasse Hall, during the fall meeting of the Depository Library Council to the Public Printer. An article on Adelaide Hasse, GPO's first librarian, follows on the next pages.

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GPO's Living History: Adelaide R. Hasse

Women have always worked for the Government Printing Office, but until the 20th century few left an individual mark upon its history. One exception to this rule was Adelaide R. Hasse, the first Superintendent of Documents librarian. In her brief, 2-year career at GPO, she almost singlehandedly set up the documents library and devised the classification system that, in an expanded form, is still in use today. Her years here show what an intelligent and strong-minded young woman could achieve in the "man's world" of GPO in the 1890's.

Adelaide Rosalie Hasse was born September 13, 1868 in Milwaukee, Wis., the eldest of five children. Her father, a noted physician, moved his practice and family several times during Hasse's childhood, finally settling in Los Angeles, Calif. Due to these moves, Hasse never gained a degree, but studied in public schools and with private tutors.

Hasse began her 60-year career in librarianship at the age of 21, when she was employed as an assistant to Tessa L. Kelso at the Los Angeles Public Library. Kelso soon steered Hasse toward what would become a lifelong interest in Government documents. Hasse organized the library's documents collection, devised a classification system for them, and began compiling a checklist which became the first of her almost 3 dozen publications in the field.

During her 6 years at the Los Angeles Public Library, Hasse aided in reorganizing the Santa Barbara and Pasadena Public Libraries. She was also an early champion of Kelso's development of a public library training class, writing a series of articles outlining this work in volume 20 (1895) of the *Library Journal*.

In that same year, Congress passed the act establishing the office of Superintendent of Documents within the Government Printing Office. As head of the Public Documents Division, the Superintendent was made responsible for the sale and depository library distribution of Government publications. Francis A. Crandall of Buffalo, N.Y. was appointed to this new position by Public Printer Thomas Benedict.

When Crandall assumed his post he confronted a colossal task of sorting and organization. Thousands of documents dating back many years had accumulated helter-skelter in various areas of the Office. Additional publications clogged the storerooms of the House and Senate. None of these miscellaneous collections were arranged in a systematic way. From this chaos, Crandall was expected to organize a sales stock, a depository library stock, and answer the many reference questions directed to his office by the general public.

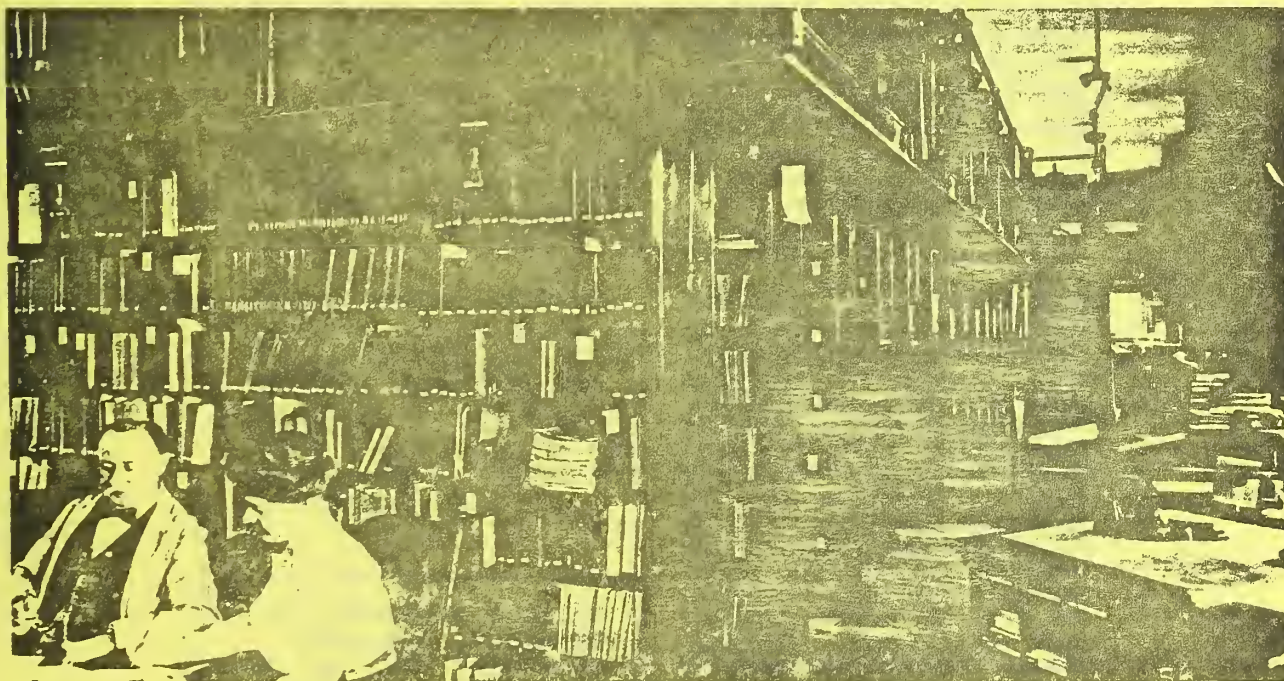
As a later Superintendent of Documents observed, "The act that created the office did not authorize in terms or by implication

the establishment of a document library. Indeed, the author of the bill himself informed me that it was never contemplated." But Crandall realized that a library could serve as a "stock key" to the mass of documents in his charge, as well as furnishing the reference tools needed to field inquiries.

In deciding to organize such a library, Crandall realized the difficulties he would face. In his first annual report, he noted that "This seems a simple and easy solution of the document problem. That it is, however, not quite so simple as it seems, may perhaps be inferred from the fact that it has not sooner been adopted. As a matter of fact, it involves an enormous amount of labor, and it needs to be skilled labor."

With these problems in mind, Crandall turned to Adelaide Hasse. In May 1895, she left Los Angeles for Washington, D.C. to become the Office's first librarian. At that time, the Public Documents Division occupied leased quarters in the Union Building on G St. N.W. Installed in a corner office on the sixth floor and commanding a staff of three catalogers, Hasse set to work. Her duties included caring for the documents as well as pulling together many scattered collections stored around the Capitol. Within 6 weeks of her arrival, nearly 300,000 documents, including duplicates, had been organized and classified!

It was at this time that Hasse developed the classification scheme that forms the basis of the one still in use at GPO today.



The GPO documents library a few years after Adelaide Hasse began her work.

Her typescript, with handwritten additions and corrections by Hasse and others, is still held in GPO's archives. The successive drafts show the care with which Hasse pursued her vocation.

Her thoroughness extended to all parts of the Office's operations. In order to get a clearer picture of the way in which the Congressional Record was produced, Hasse asked Foreman of Printing Henry T. Brian if she could be permitted to come in "to see that much of the process as takes place in the GPO. I know some of it would be night work, perhaps all night . . . I want to see it all from the time the ms. is received." At a time when "proper" women did not frequent printing production areas in the middle of the night, Hasse's request showed her determination to increase her familiarity with Government documents despite the conventions of the day.

By 1897, the documents library had grown from nothing to a well-organized selected collection of 16,841 printed documents and 2,597 maps. Superintendent of Documents Crandall noted with pride that "In its completeness in preserving every kind of public document, and every edition of the same, it is, I believe, not rivaled by any other collection . . ." It was an accomplishment that added luster to Hasse's growing reputation in the library world.

It was at this time that Hasse received a fateful visit from Dr. John Shaw Billings, Director of the New York Public Library. As she later described it, "Dr. Billings examined the library, but especially the classification, which he went over quite carefully. This is the same classification . . . now in use, in an expanded form, by the Superintendent of Documents." Shortly thereafter, Hasse received and accepted an offer from Billings to join the staff of his library and build up its documents collection.

Hasse's move to New York apparently irritated Francis Crandall. In his 1897 annual report, he observed coldly that "The resignation in May of the librarian of this office, whose reputation, gained chiefly by her work here, secured for her a flattering engagement in the New York Public Library, checked for a time the work in the document library." It was a poor reward for Hasse's endeavors at GPO. It was left to Crandall's successor, Louis C. Ferrell, to do her justice. In describing the origins of the library in his annual report for 1898, he praised "Miss Adelaide R. Hasse, one of the foremost librarians of the country, who was in charge of the arrangement and classification of the vast number of documents turned over to the office . . . This library, therefore, as long as it shall endure, will remain a monument to her zeal and industry."

Hasse's long and distinguished career at the New York Public Library and other Federal agencies is beyond the scope of this article. By the time of her death in 1953 she had become one of the most notable members of her profession. Her last years were spent in Washington, D.C. where she taught at Catholic and George Washington Universities and pursued her many professional activities. In 1933, she presented the typescript of her classification system to the GPO library, demonstrating her continuing interest in the institution she had done so much to build.

Adelaide Hasse left behind her a rich legacy of achievement affecting all areas of librarianship. Although her GPO years were few, her impact on the Office was great and longlasting. A statement she once made about her profession is meaningful for all working women, and summarizes Hasse's own career as well. "Never forget that it is the spirit with which you endow your work that makes it useful or futile. Let us always work towards the end that the compensations of librarianship may at least be honorable, and that the true spirit of workmanship may be kept alive among us."

Article published in
TYPELINE, September
1983 (Vol. 16, No. 9),
by James T. Cameron.

October 16, 1985

NEW ONDEMAND SERVICE

The Superintendent of Documents announces a new ondemand sales service. This service, commencing on November 1, 1985, will make available documents that have been distributed in microfiche through the Depository Library Program and the International Exchange Program. Through this new service, customers will be able to purchase copies of any document from the Superintendent of Documents' microfiche collection in either microfiche or in paper copy reproduced from microfiche.

The Monthly Catalog of United States Government Publications will serve as the source document from which customers will be able to ascertain availability in the collection and obtain the necessary ordering information.

Collection Coverage

The number of titles in this collection has expanded steadily since 1975, when the conversion of documents to microfiche was initiated and the Superintendent of Documents began distributing microfiche copies, instead of paper copies, to Federal Depository Libraries. Today, there are approximately 215,000 titles in the collection, with approximately 22,000 added per year. The collection is organized and is accessible by the Superintendent of Documents' Classification Number.

A general guide to what is covered in the collection is as follows:

- (1) 1976 through 1980 - Coverage is limited primarily to selected series of documents. A list of these series is attached.
- (2) 1981 through 1982 - Coverage is of those documents indicated above, as well as all other documents that were converted to microfiche for distribution to Federal Depository Libraries. These documents are identifiable, beginning with the January 1980 Monthly Catalog, by the term "microfiche" shown in the Item Number section of the entry.
- (3) 1983 to present - Coverage includes the documents indicated above, as well as nearly all the remaining documents listed in the Monthly Catalog with a depository item number included in the entry (also indicated by the bullet, or black dot). Exceptions to this would be only those documents which could not be converted because of physical characteristics and certain popular titles which did not lend themselves to use in microfiche format.

2.

Ordering Documents

The price of a publication will be based upon the number of sheets of microfiche required or the number of pages in the original paper document being purchased. Microfiche is priced at \$5.00 per sheet (a sheet can contain up to 98 pages of text). Paper copy, reproduced from fiche, will cost \$10.00 for the first 32 pages, plus \$2.00 for each additional 16 pages, or fraction thereof. These prices include delivery by First-Class mail. Only orders for complete documents will be accepted; requests for individual pages and/or chapters cannot be accepted. Titles currently on sale as stock items in the regular sales program will not be available under this new service; however, many titles that have gone "out of print" will once again be available through this service.

In addition to specifying the medium desired (either microfiche or paper copy reproduced from microfiche), customers must provide the following information from the document entry in the Monthly Catalog:

- Superintendent of Documents Classification Number;
- Title;
- Monthly Catalog Issue Date;
- Monthly Catalog Entry Number.

It will not be possible to process an order without the Superintendent of Documents' Classification Number.

The number of pages shown in the Monthly Catalog will serve as a guide to estimating the cost when ordering. However, in some cases, customers may not be able to determine the specific number of pages in a document from the Monthly Catalog entry. Purchasers are therefore encouraged to authorize payment through a Superintendent of Documents Deposit Account or through a VISA, MasterCard or Choice account. Checks or money orders will be accepted only when a price quote has been provided and the exact amount is remitted. In furnishing a price quote in response to a telephone request, it will generally be necessary to take the order information and call the customer back.

Special telephone numbers, (202) 275-2060 and (202) 275-2171, should be used for ordering, requesting quotes, or inquiring about this service. Written orders should be sent to the following special address:

Superintendent of Documents
U.S. Government Printing Office
Post Office Box 37082
Washington, DC 20013-7082

EARLY SERIES AVAILABLE IN MICROFICHE

Occupational Safety and Health Review Commission Decisions	1976
Code of Federal Regulations	1977
Postal Service Rate Hearings	1977
House & Senate Appropriations Hearings	1978
" " Reports	1978
" " Documents	1978
Senate Executive Documents	1978
Congressional Bills, Resolutions & Amendments, 96th Congress, First Session	January 1979
Copyright Entries	1979
Census Block Statistics	1980
Congressional Hearings & Committee Prints, 97th Congress, First Session	1981
Federal Register	October 1982

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98th Congress

98-667,
Pt.2

Nomination of Sherman E. Unger

Judiciary

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99th Congress		
99-50, Pt.1	Care of Institutionalized Mentally Disabled Persons	Labor and Human Resources and Appropriations
99-58, Pt.2	Department of Defense Authorization for Appropriations for Fiscal Year 1986	Armed Services
99-115, Pt.II	Reauthorization of the Agriculture and Food Act of 1981	Agriculture, Nutrition, and Forestry
*	* * * *	* * *
99-123	Civil and Criminal Enforcement of the Copyright Laws	Judiciary
99-124	Designer Drugs	Budget
99-125	Nomination of S. Bruce Smart, Jr.	Finance
99-126	Reauthorization of the Indian Health Care Improvement Act	Indian Affairs
99-127	U.S. Financial and Political Involvement in the United Nations	Governmental Affairs
99-128	Prospects for Better Health for Older Women (Field hearing held in Toledo, OH)	Aging
99-129	Reauthorizations for the Securities and Exchange Commission, 1986-1988	Banking, Housing, and Urban Affairs
99-130	Proposed Fiscal Year 1986 Budget Request	Energy and Natural Resources
99-131	Oversight of Gallaudet College and the National Technical Institute for the Deaf	Labor and Human Resources
99-132	Home Health Care for Chronically Ill Children	Labor and Human Resources

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99-133	Nominations (Durant, William Clark III; Valois, Robert A.; Swafford, Mrs. Claude Gilbreath; Bernstein, Lea Anne; Wallace, Michael B.; Uddo, Basile J.; Smegal, Thomas S., Jr.; Miller, Lorain; Benavidez, Hortencia; Mendez, Pepe J.; and Eaglin, Paul Bradford to be members, Board of Directors, Legal Services Corporation)	Labor and Human Resources
99-134	Community Right-To-Know Legislation and Its Regulatory and Paperwork Impact on Small Business	Small Business
99-135	Conservation Service Reform Act of 1985	Energy and Natural Resources
99-136	Federal Contractor Employees Flextime Act	Labor and Human Resources
99-137	Nomination of John R. Norton III	Agriculture, Nutrition, and Forestry
99-138	Automobile Fuel Economy Standards	Energy and Natural Resources
99-139	Tax Reform, Tax Rates, and Tax Revenues	Joint Economic
99-140	Impact of Coal Imports on the Domestic Coal Industry	Energy and Natural Resources
99-141, Pt.1	Confirmation Hearings on Federal Appointments (To the Federal Judiciary and the Department of Justice)	Judiciary
99-142	Fiscal Year 1986 Budget	Indian Affairs
99-143	International Organizations and Multilateral Diplomacy	Foreign Relations
99-144	State of the Coal Industry in Oklahoma (Field hearing held in Muskogee, OK)	Energy and Natural Resources
99-145	Improving the Professionalism of the Defense Acquisition Work Force	Armed Services
99-146	Iran Claims Legislation	Foreign Relations

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99-147	Water Resources Development Act of 1985	Environment and Public Works
99-148	The Anti-Apartheid Act of 1985	Banking, Housing, and Urban Affairs
99-149	Water Research Foundation Act of 1985	Governmental Affairs
99-150	Reauthorization of Pipeline Safety	Commerce, Science, and Transportation
99-151	FTC Authorization	Commerce, Science, and Transportation
99-152	Amtrak Reauthorization	Commerce, Science, and Transportation
99-153	Reauthorization of the CPSC	Commerce, Science, and Transportation
99-154	NTIA Authorization and Oversight	Commerce, Science, and Transportation
99-155	Public Attitudes Toward the Deficit and Tax Reform	Joint Economic
99-156	Management and Operation of the U.S. Department of Energy's Fernald, OH, Feed Materials Production Center (Field hearing held in Cincinnati, OH)	Governmental Affairs
99-157	Ocean Freight Rates for Lumber Exports	Commerce, Science, and Transportation
99-158	Nomination of Patti Birge Tyson	Governmental Affairs
99-159	Oversight of the Implementation of the Grace Commission Report	Governmental Affairs
99-160	The Malt Beverage Interbrand Competition Act	Judiciary
99-161	Regulation of Government Securities	Banking, Housing, and Urban Affairs
99-162	Nomination of John William Bode	Agriculture, Nutrition, and Forestry
99-163	Nominations of William P. Horn and J. Winston Porter	Environment and Public Works
99-164	DEA Oversight and Budget Authorization for Fiscal Year 1986	Judiciary

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99-165	Management Compacts on Low-Level Radioactive Waste	Judiciary
99-166	Federal Government Security Clearance Programs	Governmental Affairs
99-167	Medical Education Pass-Through	Finance
99-168	Ground Water Contamination	Environment and Public Works
99-169	Fiscal year 1986 Budget and Oversight of the Immigration and Naturalization Service	Judiciary
99-170	Miller, Horn, and Trabandt Nominations	Energy and Natural Resources
99-171	The Economic Impact of Federal Airline Transportation Policies on East Tennessee (Field hearing held in Knoxville, TN)	Budget
99-172	Nomination of Anne E. Brunsdale	Finance
99-173	NOAA Ocean Programs Authorizations and CZM Act	Commerce, Science, and Transportation
99-174	Potential Development of Land Adjacent to Union Station	Environment and Public Works
99-175	Implementation of the Atlantic Striped Bass Conservation Act	Environment and Public Works
99-176	Floating Exchange Rates' Impact on International Trading	Finance
99-177	Product Liability Act Amendments	Commerce, Science, and Transportation
99-178	Legislative Branch Appropriations for Fiscal year 1986	Appropriations
99-179	Phenomenon of Juvenile Firestarters	Judiciary
99-180	Drug Abuse in the Military	Labor and Human Resources

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99-181	Federal Reserve's Second Monetary Policy Report for 1985	Banking, Housing, and Urban Affairs	
99-182	Compact of Free Association	Finance	
99-183	1985 Tax Reform	Finance	
99-184	Foreign Relations Authorization, Fiscal Years 1986 and 1987	Foreign Relations	
99-185	Impact of Imported Petroleum Products on the Domestic Petroleum Industry	Energy and Natural Resources	
99-186, Pt.1	Not yet authorized for printing		
99-186, Pt.2	Foreign Assistance and Related Programs Appropriations for Fiscal Year 1986	Appropriations	

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Number	Title	Committee
98th Congress		
98-292	Legislative Calendar (Final Edition, January 1985)	Finance
*	* * * *	* * *
98-294	History, Jurisdiction, and Summary of Legislative Activities of the United States Senate Select Committee on Indian Affairs During the Ninety-Eighth Congress, 1983-1984	Indian Affairs

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99th Congress		
99-76	Structural Changes in the Oil Industry and Its Impact on the Gulf Coast Economy	Joint Economic
99-77	Publications List (For 97th, 98th, and 99th Congresses) (September 1985)	Energy and Natural Resources
99-78	Legislative Calendar No. 2 (September 1985) (This item printed without an identifying number; the correct designation is S.Prt.99-78)	Agriculture, Nutrition, and Forestry
99-79	Background Data on Fiscal Year 1986 Spending Reduction Proposals Under Jurisdiction of the Committee on Finance	Finance
99-80	Legislative Calendar No. 3 (September 17, 1985)	Armed Services
99-81	Federal Programs of Assistance to American Indians	Indian Affairs
99-82	Not yet authorized for printing	
99-83	Social Security, Medicare, and the Unified Budget	Budget

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Number	Title	Source
99-8	United States Senate: Ninety-ninth Congress (Membership list and seating arrangement in the Senate Chamber, September 10, 1985)	Rules and Administration